

INTERVENTION SERVICES MENU

PURPOSE/DESCRIPTION

The Intervention Services Menu contains a variety of screens and reports which will be used to monitor student participation in intervention programs and to provide teachers with some of the information to determine whether a student is at risk of retention. The District is using the information for decision-making and program evaluation purposes.

The Intervention Services Menu has two sections:

The top section is titled “OTHER INTERVENTIONS”. This section should be used during most of the school year for all students attending intervention programs. Schools may use this screen to enter all summer school or Track A Intersession information for students at their school site. Use Option 1 (Intervention Screen) or Option 1A (Intervention - Marks and Hours Only). Option 1A is easier to use for entering student marks and hours only. Option 1A is only available in the Legacy (Blue Screen) version of SIS.

Schools with magnet centers on their campus or who are combining intervention funding to provide intervention for students at more than one campus will need to run separate reports (eligibility reports, class lists, emergency rosters, classification reports, exception and statistical reports) from each school of attendance.

The bottom section “ESY– SUMMER EXTENDED SCHOOL YEAR PROGRAM” is only accessible during ESY- Summer School. This is because student data is pooled for all students with a “Y” in field 801 and can be accessed by the site where intervention is taking place by using the 10-digit LAUSD ID number. Reports can be run from the intervention site for all students attending an ESY Summer School program. These options mirror the options available in the top section but can access any student in the summer pool.

For further information follow the eligibility guidelines for the various intervention programs in the Reference guides issued by the Beyond the Bell Branch.

HOW TO ACCESS

Blue Screen-

At the Main Menu, type **26** and press **<ENTER>**.

Web SIS-

Click on the number **26**

SCREEN 26– Intervention Services Menu

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*** INTERVENTION SERVICES MENU ***      15:32:49
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OTHER INTERVENTIONS
1. INTERVENTION SCREEN
1A. INTERVENTION SCREEN (MARKS AND HOURS ONLY)
2. INTERVENTION ELIGIBILITY ROSTER
3. INTERVENTION CLASS ROSTER
4. INTERVENTION EMERGENCY ROSTER
5. NORM DAY CLASSIFICATION REPORT
6. END OF INTERVENTION EXCEPTION REPORT
7. INTERVENTION STATISTICAL REPORT

ESY - SUMMER EXTENDED SCHOOL YEAR PROGRAM
10. SUMMER SCREEN
10A. SUMMER SCREEN (MARKS AND HOURS ONLY)
11. SUMMER INTERVENTION ROSTER
12. SUMMER CLASS ROSTER
13. SUMMER EMERGENCY ROSTER
14. SUMMER NORM DAY CLASSIFICATION REPORT
15. END OF SUMMER EXCEPTION REPORT
16. SUMMER STATISTICAL REPORT

ENTER SELECTION # OR <ENTER> :

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SIS -- Intervention Services Menu

Other Interventions
1. Intervention Screen
2. Intervention Eligibility Roster
3. Intervention Class Roster
4. Intervention Emergency Roster
5. Norm Day Classification Report
6. End Of Intervention Exception Report
7. Intervention Statistical Report

ESY - Summer Extended School Year Program
10. Summer Screen
11. Summer Intervention Roster
12. Summer Class Roster
13. Summer Emergency Roster
14. Summer Norm Day Classification Report
15. End Of Summer Exception Report
16. Summer Statistical Report

Main Menu

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In addition to the intervention registration screen, there are several rosters and reports available to help track student data and report attendance for interventions offered during the regular school year.

To assist teachers in determining who might be eligible for intervention, select option 2, the Intervention Eligibility Roster.

Option 1 on the Intervention Services Screen is used to enter and view data for each student recommended to attend intervention. (See directions on the following pages for data entry details and differences in use of screens.) Option 1A can be used at the end of the intervention session to enter marks and hours with greater facility. (Only available via **Blue Screen**)

Select option 3 to print class rosters after classes have been formed and data has been entered in option 1. Class rosters are to be used by the teacher and attached to the attendance registers.

Print the Intervention Emergency Roster for school and teacher use. Select option 5 to print the Norm Day Classification Report.

After entering final marks and final hourly attendance for each student, select option 6, End of Intervention Exception Report. If names appear on this report, there probably are errors, there were multiple interventions beginning or ending on the same day, or the reason code for the intervention is incorrect. If needed, correct the errors and reprint the report before printing the Intervention Statistical Report.

At the end of intervention, select option 7 to print the Intervention Statistical Report.

Main | Intervention | Intervention Screen 11:34:40 A.M. Mon. Apr 11, 2011

***** INTERVENTION SERVICES SCREEN *****

0 ID #

801 SUMMER SCHOOL :

802 SUMMER TRANSPORTATION:

LI	GR	PAR CONF	INT PROG	REC RSN	SUBJ	TEACHER	START DT	END DATE	INTV LOCN	ATTN LOCN	MARK	HOURS ATTND
1	2	Y	L	2	M	000010	10-10-10	11-23-10	8888	8888	S	30
2	2	Y	L	2	L	000010	11-30-10	12-18-10	8888	8888	U	22
3	2	Y	L	2	H	000010	01-11-11	02-10-11	8888	8888	I	12
4	2	Y	L	2	E	000010	02-10-11	02-28-11	8888	8888	S	28
5	2	Y	L	2	S	000010	03-10-11	03-15-11	8888	8888	S	18
6	2	Y	A	6	L	123452	07-06-10	08-06-10	8888	8888	I	10

***** INTERVENTION SERVICES SCREEN *****

0 ID # :

801 SUMMER SCHOOL : 802 SUMMER TRANSPORTATION:

LI	GR	PAR CONF	INT PROG	REC RSN	SUBJ	TEACHER	START DT	END DATE	INTV LOCN	ATTN LOCN	MARK	HOURS ATTND
1	2	Y	L	2	M	000010	10-10-10	11-23-10	8888	8888	S	30
2	2	Y	L	2	L	000010	11-30-10	12-18-10	8888	8888	U	22
3	2	Y	L	2	H	000010	01-11-11	02-10-11	8888	8888	I	12
4	2	Y	L	2	E	000010	02-10-11	02-28-11	8888	8888	S	28
5	2	Y	L	2	S	000010	03-10-11	03-15-11	8888	8888	S	18
6	2	Y	A	6	L	123452	07-06-10	08-06-10	8888	8888	I	10

HOW TO ENTER DATA ON THE INTERVENTION SERVICES SCREEN

At **0 ID #** field enter the Student's 4-digit local ID number and press **<ENTER>**.

For the Blue Screen:

The cursor will be at **CONTROL** at the bottom of the screen.

Enter the next number in the **LI** column that will be used for the new Intervention entry line.

Ex. Some students may have a Line 1 entry because they participated in **ESY** or **SES**.

In this case, you would enter a 2 and begin to enter the student's participation in a current Intervention Program on line 2.

To access the next line item, the cursor indicator needs to be at the LINE CONTROL (**LI-CONTROL**)

To get to the line control prompt, type **LI** and **<ENTER>** or press the F12 key and **<ENTER>**. Choose the next empty line number to input new intervention information. Press the **<ENTER>** key to move the cursor from column to column for data entry. Where possible, the system will fill in the reason codes or subject. If it isn't automatically completed, the user must complete this information.

When entering data on a line and you wish to move the cursor back to the previous field, press **<CTRL> + B**.

For WebSIS:

Click on the next empty line number to input the new intervention information. Press the **<TAB>** key to move the cursor from column to column for data entry. Where possible, the system will fill in the reason codes or subject. If it isn't automatically completed, the user must complete this information. To move to another column move the mouse to the desired column and click on the empty value.

Option 1 - Intervention Services Screen (Continued)

Enter data for all students even if their parents have indicated that they will not be attending. If the student is not expected to attend, make sure to indicate “0” hours for the child. This way the child will not show up on class list, classification reports or statistical reports and the record will show that the student was invited to attend, but the parent declined.

After entering/updating the information for this student, move the cursor to **CONTROL** by pressing **<CTRL> + C**.

At **CONTROL**, type **FI** and press **<ENTER>** to file data for this student's record. To access another student on this screen, enter this student's 4-digit ID number.

To return to the Main Menu, press **<CTRL> + E**.

To enter or view intervention lines 10 and above you must use Line Control. At the **CONTROL** prompt, type **LI** and press **<ENTER>**. The word **CONTROL** will change to **LI-CONTROL**. Then type the line number you would like to view and then press **<CTRL> + P**. For example: to see line 12, at the **CONTROL** prompt, type “**L**” and press **<ENTER>**. Then type “**12**” and then press **<CTRL> + P**.

HOW TO CHANGE INFORMATION

At the ID#, enter the student's 4-digit ID number. Press **<ENTER>**.

The student name and District ID# will be displayed with all other data entered previously on this screen or in fields appearing on other screens.

Blue Screen-

The cursor will be at **CONTROL** at the bottom of the screen.

Type **LI** and press **<ENTER>**. The word **CONTROL** will change to **LI-CONTROL**.

Enter the line number for the intervention data you wish to update. Press **<ENTER>**. The cursor will go to a line that duplicates the line you selected.

Press **<ENTER>** to move the cursor to the field where data is to be changed or deleted.

Type the corrected data over the existing data and press **<ENTER>**. Continue to press **<ENTER>** until you have entered/updated all information. Move the cursor to **CONTROL** by pressing **<CTRL> + C** and type **FI** to file (save).

TO DELETE A FIELD: Do not use the space bar to delete data from a field or from the end of newly entered data. To delete data from a field (when not entering new data), press **<CTRL> + N**. This will delete the previously entered data and move the cursor to the next field.

For WebS/S:

Click on the space in the line the new intervention information is to be updated. Press the **<TAB>** key to move the cursor from column to column for data entry. To move to another column move the mouse to the desired column and type in the desired change. Proceed to the bottom and click on the file tab and the information will be filed (saved).

HOW TO DELETE INFORMATION

At the ID#, enter the student's 4-digit ID number. Press **<ENTER>**.

The student name and District ID# will be displayed with all other data entered previously on this screen or in fields appearing on other screens.

Blue Screen-

The cursor will be at **CONTROL** at the bottom of the screen.

Type **LI** and press **<ENTER>**. The word **CONTROL** will change to **LI-CONTROL**.

Enter the line number for the line (row) you wish to delete and then press **<ENTER>**.

Hold down the **CONTROL** key then tap **<D>**, then **<P>**. This will erase the line from the screen.

After entering the information for this student, move the cursor to the **LI-CONTROL** by pressing **<CTRL> + C**.

At the **LI-CONTROL**, type **FI** and press **<ENTER>** to file data for this student's record.

To return to the Main Menu, press **<CTRL> + E**.

For WebS/S:

Find the line you would like to delete. To the right of the line click on the letters "Del." This will delete the line. Proceed to the bottom and click on the file tab and the information will be filed.

Note: You may enter intervention data for retired students by using Option 1R. DO NOT re-turn the student to the active file. Leave him/her in the retired file.

FIELD NAMES

FIELD	HEADING	NAME	DESCRIPTION/CODE
0	ID#	Student's 4-digit ID#	Student's four digit ID#
801	SUMMER SCHOOL	Summer School	Is the student attending a SUMMER Intervention/ Intersession program? Y = Yes N = No (Same as field 801 on intervention services)
802	ESY TRANSPORTATION	ESY Transportation	IS THIS STUDENT TRAVELING TO ANOTHER SITE FOR SUMMER SCHOOL ESY? Y = Yes N = No
761	LI	Line	Intervention line number
762	GR	Grade	Enter student's grade level at the time the intervention program is offered.
765	PARENT CONFIRM	Parent Confirmation	Did parent confirm student's participation in the Intervention Program? Y = Yes N = No
766	INTER PROG	Intervention Program	Funding Code: A = Extended School Year – Spec Ed (Special Day Class) L = Local Plan (All locally funded programs) M = Migrant Education Program (data downloaded centrally) Y = NCLB/Supplemental Ed. Services (SES) (data downloaded from central)

FIELD NAMES

FIELD	HEADING	NAME	DESCRIPTION/CODE
764	REC RSN	Recommendation Reason (For certain Programs, this will be automatically added)	2 – Grades 2-5/6 Recommended for voluntary intervention. 3 – Grades 2-5/6 Recommended for voluntary intervention and scoring FBB, BB B in CST Reading. 5 – All Grades K - 5/6 students participating in Migrant Education Programs. 5 – All K and 1 students participating in locally designed programs. 6 – Off-track PK-5/6 Special Education programs (ESY).
771	SUBJ	Intervention Subject	L = Reading/Writing/Language Arts M = Math E = English Language Development/ESL S = Science H = History/Social Studies If an intervention session includes more than one subject, data needs to be entered on more than one line for each subject. For example, a 4 hour class could have 1 hour of Math and 3 hours of Reading / Language Arts. This should be entered on 2 separate lines of the Intervention Screen each with the same intervention program type.
763	TEACHER	Intervention Teacher's Employee Number	Employee number of the teacher teaching the intervention class
658	START DT	Start Date	Scheduled Start Date for Intervention Program MM-DD-YY (This is the start date for the session, not individual student "E" dates.)
659	END DATE	End Date	Scheduled End Date for Intervention Program MM-DD-YY (This is the session end date, not individual student "L" dates.)
767	INTV LOCN	Intervention Location	Location code of school where Intervention Program will be/ was held
768	SCHL OF ATTN	School of Attendance	Location code of student's regular school of attendance (automatically entered by the system)
769	MARK	Intervention Mark All students:	S = Satisfactory U = Unsatisfactory I = Incomplete (Has attended less than half of the scheduled hours of this intervention session.)
770	HOURS ATTND	Hours Attended	Enter number of hours (or portion of scheduled time blocks) student attended the Intervention Program Enter 0 (zero) hours for any student who does not (no-show) or will not (declined) attend.

Option 1A (10A) -Intervention Services Screen

(This option is available only on the BLUE SCREEN and is used for entering
MARKS and HOURS ONLY)

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*** INTERVENTION SERVICES SCREEN ***

0 ID #      : 
801 SUMMER SCHOOL :      802 SUMMER TRANSPORTATION:

LI  GR  PAR  INT  REC  SUBJ  TEACHER  START DT  END DATE  INTV  ATTN  MARK  HOURS
--- --  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
1  2    Y    L    2    M    000010  10-10-10  11-23-10  8888  8888  S    30
2  2    Y    L    2    L    000010  11-30-10  12-18-10  8888  8888  U    22
3  2    Y    L    2    H    000010  01-11-11  02-10-11  8888  8888  I    12
4  2    Y    L    2    E    000010  02-10-11  02-28-11  8888  8888  S    28
5  2    Y    L    2    S    000010  03-10-11  03-15-11  8888  8888  S    18
6  2    Y    A    6    L    123452  07-06-10  08-06-10  8888  8888  I    10

```

INTERVENTION SERVICES SCREEN - Option 1A (10A)

This Screen is identical to the one in Option 1. However, you are only to enter data in the "Marks" and "Hours" fields. It is done in the same manner as in Option 1 (or Option 10).

You may enter the marks and hours for retired students by using **Option 1AR**. **DO NOT return the student to the active file. Leave him/her in the retired file.**

Option 2 - The Intervention Eligibility Roster

INTERVENTION SERVICES ROSTER												25 Apr 2011
TEACHER ID # NAME	GR	-----	CST	-----	READ	R/LA	CLASS	ENG PROF	ELD	RSP	TRAV	
RECOMMEND		ENG/LA		MATH	MARK	PWA		DATE	LEVEL		PROG	
	3	398	P	437	A	3	3	RFEP	09-17-07			
	3	371	P	437	A	3	2	EO				
	3	366	P	415	A	3	2	IFEP	10-01-07			
	3	380	P	437	A	3	3	EO				
	3	411	A	381	P	3	3	RFEP	10-05-07			
	3	420	A	415	A	3	3	EO				
	3	404	A	389	P	3	2	EO				
	3	366	P	437	A	3	2	LEP	10-01-07	3		
	3	429	A	488	A	3	3	IFEP	10-01-07			
	3	330	B	361	P	2	3	EO				
	3	294	BB	389	P	2	1	LEP	09-22-06	2	Y	
	3	527	A	562	A	3	3	EO				
	3	491	A	450	A	3	3	EO				
	3	345	B	323	B	2	1	LEP	09-24-07	3		
	3	236	FBB	276	BB	2	2	EO				
	3	361	P	405	P	2	2	LEP	10-01-07	3		
	3					1	1	EO			Y	
	3	404	A	488	A	3	3	IFEP	11-20-07			
	3	366	P	355	P	3	3	EO				
	3	330	B	381	P	2	2	EO				
	3	326	B	333	B	2	2	LEP	10-01-07	2		
	3	322	B	374	P	2	2	LEP	09-15-06	3		
	3	420	A	405	P	3	2	LEP	10-01-07	3		
	3	366	P	397	P	3	3	EO				

Option 3 (or Option 12)- The Intervention Class Roster

INTERVENTION CLASS ROSTER

LOCAL PLAN (1)

TEACHER-

START DATE-03/05/11

END DATE-05/07/11

25 Apr 2011

ID # NAME

GR

SPED

CLASS

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NO. OF STUDENTS IN CLASS - 15

DISTRIBUTION:

Original : ATTACH TO CLASS ATTENDANCE REGISTER AND KEEP IN SCHOOL FILE FOR AUDITING PURPOSES

THE INTERVENTION CLASS ROSTER Option 3 (or Option 12)

Intervention class rosters can be printed as soon as intervention information has been entered for all students who were recommended for the intervention program.

Class Rosters can be printed in groups based upon the program, start, and end dates or by individual teacher.

Even if students are entered for two subjects, the student is only counted one time. The total number of students in the class is listed after the names on the roster.

School personnel should check to make sure that all students that should be on the class list ARE on the class list and that no students appear on the list that are not expected to attend intervention. When class lists have been reviewed, they should be given to the intervention teacher to attached to the class attendance register. Both documents should be attached and kept in the school files for auditing purposes.

Option 4 (or Option 13)- The Intervention Emergency Roster

INTERVENTION EMERGENCY ROSTER							25 Apr 2011
LOCAL PLAN (1)							
START DATE-03/05/11 END DATE-05/07/11							
TEACHER-							
ID#	NAME	ROOM #	HOME PHONE	EMERGENCY CONTACT 1	EMERGENCY CONTACT 2	LIVES WITH	
	MOTHER/FATHER/GUARDIAN		BUSINESS PHONES			FM	
709		18				FM	
716		17				FM	
680		17				FM	
698		18				M	
758		16				M	
691		17				FM	
694		17				FM	
693		18				FM	

THE INTERVENTION EMERGENCY CLASS ROSTER Option 4 (or Option 13)

Emergency rosters may be printed for students enrolled in each intervention program by specific dates. Rosters will be printed for all classes scheduled for a certain intervention period each time the Emergency Roster Option is selected.

Teachers or other staff may use the roster to call parents or emergency contacts as needed.

Option 5 (or Option 14)- The Norm Day Classification Report

INTERVENTION NORM DAY CLASSIFICATION REPORT

25 Apr 2011

 TRACK :

PROGRAM : LOCAL PLAN (1)

START DATE : 03-05-11

END DATE : 05-07-11

EMP NO	TEACHER NAME	PREK	GR0	GR1	GR2	GR3	GR4	GR5	GR6
		0	0	0	0	13	0	0	0
		0	0	0	0	0	15	0	0
		0	0	0	0	13	0	0	0
		0	0	0	14	0	0	0	0
		0	0	0	0	0	0	12	0
		0	0	0	0	0	0	13	0
		0	0	0	0	0	15	0	0
		0	0	0	15	0	0	0	0

NO. OF CLASSES = 8

THE NORM DAY CLASSIFICATION REPORT Option 5 (or Option 14)

This report is used to determine whether or not there are sufficient students to continue the class based upon the average hourly attendance. If a student is a "no-show," zero (0) hour should be entered in the intervention line on the appropriate Intervention Screen. (Option 1 or Option 10). This report should be signed by the Principal and faxed to the Local District Intervention Coordinator.

Option 6 (or Option 15)- The Exception Report

INTERVENTION EXCEPTION REPORT							25 Apr 2011
LOCAL PLAN (1)							
START DATE-03/05/11			END DATE-05/07/11		TRACK-		
ID #	STUDENT NAME	GRN	RGN	START DATE	END DATE	TEACHER NAME	HOURS
		5	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		5	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		4	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		2	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		
		3	3	03-05-11	05-07-11		

DISTRIBUTION:
 Original : KEEP IN SCHOOL FILE FOR AUDITING PURPOSES
 Fax : LOCAL DISTRICT INTERVENTION COORDINATOR

END OF INTERVENTION EXCEPTION REPORT Option 6 (or Option 15)

This report should be run to make sure that all essential data has been entered correctly for students who have COMPLETED an intervention session:

A copy of this report must be faxed to your Local District Office Intervention Coordinator at the end of the session. In most cases the report should have no exceptions.

If students are listed on this report check the following data carefully:

1. Correct starting and ending date. If there are multiple interventions with the same program code, but different beginning and/or ending dates, there WILL BE exceptions on the report. THIS IS OK. However, in this case you will need to fax the exception report , with class rosters, to the Intervention Coordinator in your Local District Office to verify participation
2. Reason code is correct, agrees with the program, not blank.
3. Correct grade level for this intervention
4. Hours are correct, zero (0) is entered for all "no show" students
5. Teacher is correct
6. Mark is entered correctly

All documentation should be kept in the school's files for auditing purposes.

Option 7 (or Option 16)- The Statistical Report

26 Apr 2011

ELEMENTARY INTERVENTION STATISTICAL REPORT

SCHOOL DATES: 03/05/11-05/07/11
 LOCAL DISTRICT : 2 TOTAL HOURS: 30
 PROGRAM: LOCAL PLAN (1)

1-GRADES 2-5/6 OFF TRACK SUMMER SCHOOL OR INTERSESSION

	GR K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	Total
No. of Students								0
No. of Hours								0

2-GRADES 2-5/6 ON-TRACK INTERVENTION

	GR K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	Total
No. of Students								0
No. of Hours								0

3-GRADES 2-5/6 LOW STAR SCORES (FEB, BB, B IN CST READING)

	GR K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	Total
No. of Students			29	26	30	25		110
No. of Hours			0	0	0	0		0

5-K1STUDENTS IN ANY INTERVENTION PROGRAM AND CORE K-5/6 BIEP/MIGRANT

	GR K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	Total
No. of Students								0
No. of Hours								0

I certify that the above figures have been verified and are true and correct.
 Intervention exception report is attached and cleared.

 Principal's Signature

 Date

DISTRIBUTION:
 Original : KEEP IN SCHOOL FILE FOR AUDITING PURPOSES
 Fax : LOCAL DISTRICT INTERVENTION COORDINATOR

THE INTERVENTION STATISTICAL REPORT Option 7 (or Option 16)

After a "clear" exception report has been printed, school personnel should select Option 7, the Intervention Statistical Report (Option 16 for ESY), which is used as documentation of reimbursable (if available) Intervention program hours, or portions of hours.

Schools should check to make sure that the total number of students in each program's Statistical Report corresponds to the number of students who attended the intervention. Students who were retired (L'd out) before the intervention was over WILL be included on both the Intervention Exception Report and the Statistical Report. The hours that the retired student attended should be updated using Option 1AR on the Intervention Services Menu.

Once the report is printed and verified, it should be signed by the principal and submitted to the Local District Intervention Coordinator. All original records should be kept at the school for auditing purposes.

Option 10 - ESY Summer School Screen

```

*** SUMMER INTERVENTION PROGRAMS ***

0 DISTRICT ID # :

21 SUMMER SCHOOL : Y          CLASSIFICATION : LEP
22 SUMMER TRANS. : Y<        ELD LEVEL       : 4
PERIODIC WRITING ASSESSMENT  ELD WRITING ASSESSMENT
24 APPLICATIONS :          27 ELD WA DATE    : 05-24-07
25 STRATEGIES :          28 ELD WA LEVEL    : 4
26 CONVENTIONS :

LI  GR  PAR  INT  REC  SUBJ  TEACHER  START DT  END DATE  INTV  ATTN  MARK  HOURS
--  --  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---  ---
   1  1   Y   E   5   E   697788  07-06-05  08-02-05  5986  2740   3    80
   2  2   N   E   5   E   508317  07-06-06  08-02-06  2740  2740   S    0
   3  3   Y   D   3   E   772564  12-06-06  05-16-07  2740  2740   S   28.5
   4  3   Y   E   5   E   772564  07-09-07  08-03-07  3288  2740   S    0

CONTROL:

```

HOW TO ENTER DATA ON THE ESY- SUMMER INTERVENTION SERVICES SCREEN - Option 10**For the Blue Screen:**

Enter the student's 10-digit District ID number and press **<ENTER>**.

The cursor will be at **CONTROL** at the bottom of the screen.

To get to the next line item, the cursor indicator needs to be at the **LINE CONTROL (LI-CONTROL)**. To get to the line control, type LI and **<ENTER>**.

Enter "1", or the next available line number, in the LI column for the new intervention line.

EX: Some students may have previous line entries because they participated in previous Summer Intervention Sessions. In this case you would use the next line and number to enter the student's participation in the current ESY program.

Where possible, the system will fill in reason codes, subjects or dates. If it isn't automatically completed, the user must complete this information.

Note: **DO NOT** use the space bar to delete data from a field or from the end of newly entered data. To delete data from a field (when not entering new data), press **<CTRL> + N**. This will delete the previously entered data and move the cursor to the next field.

For details on each field, please see pages 5-6 of this section.

For WebSIS:

Click on the next empty line number to input the new intervention information. Press the **<TAB>** key to move the cursor from column to column for data entry. Where possible, the system will fill in reason code, subject, and date. If it isn't automatically completed, the user must complete this information. To move to another column move the mouse to the desired column and click on the empty value.

Option 11 - ESY Summer Intervention Roster

Students will not appear on this Summer Intervention Roster if they are missing any of the following data on Screen 26, options 1 or 10:

- Summer School Indicator
- Intervention Program
- Intervention Start Date

Press <ENTER> to run the report
or Control-E to return to the menu

ESY SUMMER INTERVENTION ROSTER - Option 11

The ESY “Summer Intervention Roster,” is used to print rosters of all of the Summer Intervention programs from the sending school. These rosters will only print information for a student's home school (i.e.: if a school is a “Receiving School,” the only students that will appear on these rosters are the ones who attend the school). The sending school must print this report and send it to the receiving school so they may organize their classes.

When Option 11 is selected, the above screen will appear. It is a reminder to check and see if all of the required data has been entered.

If you need to check the data follow the directions listed on the screen.

A sample roster can be seen on page 26-16 of this document.

Option 11 - ESY Summer Intervention Roster

SUMMER INTERVENTION ROSTER SUMMER SCHOOL/INTERSESSION PROGRAM									
SENDING SCHOOL:					RECEIVING SCHOOL:				
LAUSD ID # NAME	GR	CLASS	CUR ELD	READ MARK	PA R/LA	MEAL PROG	PAR CON	REC RSN	
0315	2	EO		2	2		Y	1	
0516	2	LEP	3	3	3	1	Y	1	
0418	2	EO		2	2		Y	1	
0404	2	LEP	2	2	2	1	Y	1	
0909	2	EO		2	2	4	N	1	
0214	2	EO		3	3	5		3	
0224	2	EO		2	2			3	
0913	2	IFEP		2	1		Y	1	
0719	2	EO		2	2	2	Y	1	
1112	2	EO		3	3	1	N	1	
0923	2	EO		3	2		N	1	
1110	2	IFEP		2	2	2		3	
1217	2	LEP	3	2	2	1	Y	1	
1013	2	EO		2	2	1	Y	1	
1206	2	EO		2	1		Y	1	
0911	2	EO		3	2	1	Y	1	

ESY SUMMER INTERVENTION SAMPLE ROSTER - Option 11

This is a sample of the roster generated by Option 11. It includes all of the important information such as:

- * Classification
- * Current ELD level
- * Most recent reading mark
- * Most recent Performance Assessment Reading/ Language Arts Mark
- * Meal Program
- * Parent Confirmation
- * Reason